

## WORKPAPERS – APPLICATION FOR STATE SCHOOL AID INSTRUCTIONS

### 1. Students On Roll – Full-Time and Shared-Time Including Home Instruction

Each grade level and special education tier category must be supported by an itemized count by school building and register number. Shared-Time students are identified on the register by the "shared-time column". Please note that registers should be numbered sequentially within each school building.

Enrollments for students enrolled in self-contained special class programs must be maintained on separate registers. All Home Instruction students must be entered by name in the school register with attendance code "7". These students are included in the on-roll count rather than as a separate category.

The On Roll counts must also include 3 year old and 4 year old preschool students (not preschool disabled) from district school registers in the appropriate ASSA lines. This is particularly important for Abbott District Preschool programs which will be subject to enrollment audit during FY 2005-2006.

**IMPORTANT NOTE:** The On Roll counts must also include adult high school students attending approved adult high school programs (full-time with 15 or more credit hours and part-time if less than 15 credit hours). Students must attend school in July, August, September, or during the first 14 days in October, be on roll on October 14, 2005 **and** attend school at least once during the last 17 days of school in October. Students that do not meet these criteria cannot be included in the On Roll count.

**Department of Education ASSA audits have found significant student enrollment errors in this category due to districts' counting students without the required minimum attendance as noted above and on page 16 of the ASSA Instruction Manual.**

Each school district must review the adult school enrollment count submitted on the initial ASSA transmission. All students not eligible for October 14, 2005 enrollment reporting must be deducted from the count on a subsequent revised ASSA transmission made by the end of November 2005 as per ASSA submission guidelines.

Districts are strongly advised to report their October 14, 2005 enrollment using only the data from the school registers. Using other means can cause duplicate counts which would adversely affect the district in future years upon an ASSA audit. This data must be kept on file for audit purposes.

**The Office of School Funding has learned that some districts are conducting preschool disabled student programs that are full-day programs (i.e. two half-day) length programs. For state aid purposes, preschool disabled students are those tiered students with a measurable developmental impairment which occurs in children between the ages of 3 and 5. These students who receive instruction for a minimum of 10.0 hours per week are considered full-time students for state aid purposes.**

**Districts that provide two daily back-to-back shared-time sessions of services cannot count a child twice on the ASSA as a tiered student. Each district that falls within this category must chose to do one of the following:**

- **Record the student as on roll shared-time in a separate school register in the AM session and on roll shared-time in a separate school register in the PM session. (for reporting purposes where there are two separate sessions), or**
- **Record the student as on roll full-time for a combined full-day session in one school register.**

**In either case, no student in this category can be recorded as greater than one full-time equivalent student.**

**2. Students Sent Full and Shared-Time**

The number of students listed under Sent Full-Time and Shared-Time must be supported by tuition contracts or other appropriate documentation verifying the enrollment of the student sent to a New Jersey Public School District or Contracted Pre-School Program Provider along with the proper purchase order documentation verifying payment of tuition/education services costs. The Students Sent counts must also include 3 year old and 4 year old preschool students sent to a Contracted Pre-School Program Provider on the appropriate ASSA lines. This is important for Abbott District Preschool programs which are subject to enrollment audit during FY 2005-2006.

**3. Students Received Full and Shared-Time**

The number of students listed under Received Full-Time and Shared-Time must agree with the number of students appearing in the district's New Jersey School Register that are received from other school districts.

**4. Regional Day Schools**

The number of students listed under Regional Day Schools must be supported by tuition contracts or appropriate supporting documentation verifying the enrollment in the Regional Day School along with the proper purchase order verifying payment of the tuition.

**5. Private Schools for the Disabled**

The number of students listed under Private Schools for the Disabled must be supported by tuition contracts verifying the enrollment in the approved private school for the disabled or other permitted educational agency (as described in the "2006-2007 ASSA Instructions" manual) along with the proper purchase order verifying payment of the tuition.

## 6. Low Income Students

Low Income students are those students who are eligible for free meals or free milk that are part of the district's enrollment as of October 14, 2005. The number of low-income students must be supported by the "Application for Free and Reduced Price Meals or Free Milk." Only students who qualify for *free meals or free milk* for fiscal year 2005-2006 are counted as low-income students. Students who only qualify for reduced price meals cannot be counted as low-income students. Districts that send students to private schools for the disabled, regional day schools, county special services districts, educational services commissions, alternative school programs, Department of Human Services day training programs, the Marie H. Katzenbach School for the Deaf, the A. Harry Moore School or state college demonstration schools may report the number of low income students sent to these programs. Do not report any such student as low-income unless a copy of the student's meal application indicating free meal or free milk status has been obtained from the receiving school for audit verification. If the application copy is not on file for audit purposes, the low-income student will be deducted from the audited count of the ASSA.

## 7. Related Services

A listing of the resident classified students who are classified for other than speech correction services must support the number of students who receive related services. Students must be listed in the appropriate related service category based upon the student's IEP. These students must also be included in the district's ASSA summary report as Tier II through Tier IV students. Classified students can receive aid for up to four related services categories. A student cannot be counted more than once in any single related service category.

## 8. Sent to County Special Services School Districts

The number of students listed under County Special Services School Districts must be supported by tuition contracts or other supporting documentation verifying the enrollment in the school along with the proper purchase order verifying payment of the tuition.

## 9. Bilingual/LEP Students

Eligible students are those resident and non-resident students identified as Limited English Proficient (LEP), in accordance with N.J.A.C. 6A: 15-1.3(c), who are participating in a bilingual, ESL, or ELS program; and students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A: 15-1.10(b), listed as participating in an approved bilingual/ESL program and who are enrolled as of October 14 2005. The number of eligible students must be supported by the approved bilingual plan and a listing by school which includes each student's name and the number of the register on which they are enrolled. **Special education students cannot be counted as LEP students.**

**10. Specific Learning Disabled-Tier II**

List the resident Tier II specific learning-disabled students (SLD) as of October 14 2005.  
Include resident students sent to county vocational schools.

**11. Alternative Programs/Charter Schools/School Choice, etc.**

List the resident students as of October 14, 2005 sent to these approved Programs.

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**Workpaper - Application for State School Aid 10/14/2005**

**Students On Roll – Full-Time, Shared-Time (includes Home Instruction and Regular Preschool and Preschool Disabled 3 and 4 year old students on roll in the school district) Note: see guidance in the preceding explanation section for certain preschool disabled students.**

Enrollment/Tier  
Category

<u>School</u>	<u>Full-Time Students</u>	<u>Full Time Tiered Students</u>	<u>Shared-Time Students</u>	<u>Shared-Time Tiered Students</u>
Register 1.				
Register 2.				
Register 3.				
Register 4.				
Register 5.				
Register 6.				
Register 7.				
Register 8.				
Register 9.				
Register 10.				

*(Use additional Register number lines as necessary)*

Totals

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**Workpaper - Application for State School Aid 10/14/2005**

**Students Sent to New Jersey Public Schools (includes Regular Resident Preschool Students, 3 and 4 year olds, sent to Contracted Pre-School Program Providers)**

Student <u>School/Contracted Provider Name*</u>	Classification <u>On IEP</u>	Tier <u>Category</u>	Full <u>Time (a)</u>	Shared <u>Time (b)</u>	Tuition Contract Available <u>(Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

\* Each individual line total must be supported by a detailed listing reflecting the name and address of each child. Use separate sheets if necessary. For Abbott Districts and other applicable districts, the total # of preschool students sent to community providers must be documented here for ASSA audit purposes.

(a) total must agree with col. 4 of ASSA (b) total must agree with col. 5 of ASSA

Copies of the tuition contracts or other supporting documentation must be made available for audit.

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**Workpaper - Application for State School Aid 10/14/2005**

**Students Received from New Jersey Public Schools**

	<u>School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Full Time (a)</u>	<u>Shared Time (b)</u>	<u>School Register Number</u>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							

(a) total must agree with col. 6 of ASSA (b) total must agree with col. 7 of ASSA

Copies of the tuition contracts or other supporting documentation must be made available for audit.

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**Students Attending Regional Day Schools**

	<u>Regional Day School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Tuition Contract Available (Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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**Students Attending Private Schools for the Disabled (or other permitted educational agency)**

	<u>Private School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Tuition Contract Available (Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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## Workpaper - Application for State School Aid 10/14/2005

### Low Income Enrollment

Enrollment/Tier Category

<u>School</u>	Register Number as of <u>10/14/05</u>	Number of <u>Students</u>	Application Approved as Eligible <u>(Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Total

The "Applications for Free and Reduced Price Meals or Free Milk for fiscal year 2006" for those students who are part of the district's enrollment as of October 14, 2005 **must only include free meal or free milk students**, must be segregated or marked and must be made available for audit.

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## Workpaper - Application for State School Aid 10/14/2005

### Related Services Students

Related Services Category

**NOTE:** DO NOT REPORT INTENSIVE SERVICES A SECOND TIME AS "OTHER RELATED SERVICES." INTENSIVE SERVICES QUALIFY TIER II & TIER III LEVEL STUDENTS FOR THE HIGHER TIER IV CATEGORY STATE AID. IN SUCH INSTANCES THESE SERVICES CANNOT ALSO GENERATE RELATED SERVICES STATE AID. OTHER RELATED SERVICES ARE FOR SERVICES THAT DO NOT GENERATE ADDITIONAL STATE AID.

	<u>Student Name</u>	<u>Grade</u>	<u>Register Number as of 10/14/05</u>	<u>Classification</u>	<u>Tier Category</u>	<u>IEP Available (Y or N)</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

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**Workpaper - Application for State School Aid 10/14/2005**

**Students Attending County Special Services Schools Districts**

	<u>CSSD School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Tuition Contract Available (Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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**LEP Students - Approved Bilingual, ESL, or ELS Programs**

School

Student Name

Register Number  
as of 10/14/05

Date of LEP  
Test Eligibility

Continued  
Program  
Eligibility  
10/14/05 (Y or N)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.

Total  
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**Workpaper - Application for State School Aid 10/14/2005**

**Specific Learning Disabled-Tier II Students**

	<u>Student Name</u>	<u>School</u>	<u>Register Number as of 10/14/05</u>	<u>IEP Available (Y or N)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

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**Alternative Program/Charter School/School Choice, etc.**

<u>Student Name</u>	<u>Grade</u>	<u>School Attended 10/14/05</u>	<u>Tuition Contract Available (if applicable) (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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16.			
17.			
18.			
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20.			
21.			
22.			

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